Lesson 1 : EXPLORER IN ACTION



Ms. Ariam Mogos is a researcher, a learning technologist who works on games, and a National Geographic Explorer. Ms. Mogos designs games to teach children and teenagers about the ethical implications of technology.

باحثة و خبيرة فى تكنولوجيا التعليم تختص بألعاب الكمبيوتر ومستكشفة
لدى منظمة ناشيونال جيوجرافيك.و تقوم بتصميم الألعـاب لتعليم الأطفال والشباب الأثار الأخلاقية للتكنولوجيا .

In 2015, she designed a program to help young refugees and host communities in Kenya collaborate in creative ways.

قامت بتصميم برنامجا لمساعدة الشباب اللاجئين والمجتمعات المضيفة فى كينيا عام ٢٠١٥ على التعاون بطرق إبداعية .

First, the groups created a physical paper prototype of their game. Then they designed it using an application called Scratch™, a free programming website for children.



في البداية أنشأت المجموعات نموذجا ورقيا أوليا من اللعبة ثم تم تطويره من خلال
برنامج Scratch (وهو موقع إلكتروني مجاني للبرمجة خاص بالأطفال)

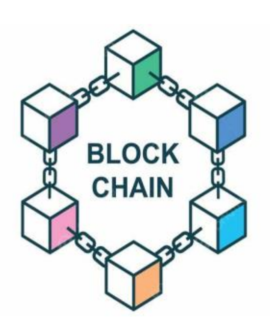
The groups designed their games based on important social issues, such as (education and healthcare).
Ms. Mogos also created communities on WhatsApp™ for this project so that educators could share student projects.



قامت بتصميم ألعاب تخدم قضايا اجتماعية مهمة مثل التعليم والرعاية الصحية
أنشأت مجموعات عبر تطبيق WhatsApp حتى يتمكن المعلمون من مشاركة مشاريع الطلاب

She also designed **activities** focuses on how an **AI voice Bot** responds to a person .

صممت أنشطة لكيفية استجابة روبوتات الذكاء الاصطناعي صوتيا على أحد الأفراد



Ms. Ariam Mogos uses **blockchain**, a digital system of recording data on several computers simultaneously so that the data cannot be hacked.

استخدمت الأنسه أريام البلوكتشين (blockchain) وهو نظام رقمي يسجل البيانات على عدة أجهزة كمبيوتر فى نفس الوقت لحمايتها من القرصنة



Ms. Mogos also created **a card game** called, "**I Love Algorithms**"
In the card game, the player takes one algorithm card and one dataset card in order to design an ICT tool.
An algorithm : is a step-by-step procedure used for solving problems or doing computations.

عملت على لعبة بطاقات يطلق عليها " أحب الخوارزميات " :
حيث يختار اللاعب بطاقة خوارزميات واحدة وبطاقة مجموعة بيانات واحدة لإنشاء أداة تكنولوجية
الخوارزمية : هى إجراء تدريجي يستخدم لحل المشكلات أو لإجراء عمليات حسابية

AI is one of **Egypt's** top priorities, the State formed the National Council for Artificial Intelligence. In 2021, the council announced the launch of an **AI platform**.
Egypt ranked second in Africa for its readiness to implement AI technology.
In 2023, AI training programs were launched with the aim of covering all high schools within three years. Another program was introduced at innovation hubs at universities in Minia and Qena in the same year.

اهتمت مصر بالذكاء الاصطناعي حيث أنشأت المجلس الوطنى للذكاء الاصطناعي الذي أعلن عن إطلاقه منصة ذكاء اصطناعي عام ٢٠٢١

واحتلت مصر المركز الثاني أفريقيا من حيث جاهزيتها فى تطبيق الذكاء الاصطناعي

قامت مصر فى ٢٠٢٣ بإطلاق برامج تدريبية فى جميع المدارس الثانوية وأطلقت مراكز الابتكار فى جامعات المنيا وقنا

Voice-controlled virtual assistants :

Apple's Siri, Google's Assistant, and Amazon's Alexa.



أدوات المساعدة الافتراضية الصوتية

سيري (Siri) من شركة أبــل (Apple)

مساعد جوجل (Google's assistant) من شركة جوجل (Google)

أليكســا (Alexa) من شركة أمازون (Amazon)

- **Amazon designed Alexa to converse in a human-like manner.**
- **Alexa is programmed to learn automatically in order to help the user.**

For example, Alexa can recommend movies, music and recipes, answer your questions, and read you a story.

The Alexa Voice Service (AVS) is in a cloud. A cloud is a data storage space over the internet which makes it possible to quickly access the data anywhere in the world.

المساعد الافتراضي أليكسا Alexa :

صممته شركة أمازون بقدرة على اجراء المحادثات كالبشر وبرمجتها لتتعلم تلقائيا بهدف مساعدة المستخدم

مثال : أداء مهام محددة – اقتراح الأفلام والموسيقى ووصفات الطعام والإجابة عن الأسئلة والتسوق

وتعمل ضمن سحابة تخزين بيانات متوفرة عبر الانترنت ما يتيح للمستخدمين الوصول الى بياناتهم بسرعة

Lesson 1 : Exercises

1- Put (√) or (x)

1- Technological tools can be used in designing educational computer games . ( )

2- The AI job market in Egypt has ben growing ( )

3- Ms. Mogos is an archaeologist at National Geographic Society. ( )

4- - Ms. Mogos uses technology to design games. ( )

5- - Ms. Mogos focused on designing games to educate children about the ethical implications of technology. ( )

6- Scratch is a fee-based programming website for children ( )

7- AI voicebot can respond to a person asking for advice ( )

8- Teachers can't create groups on WhatsApp to share student projects. ( )

9- Miss Aryam created a game called "I Love Algorithms." ( )

10- HTML language is used in designing interactive games. ( )

11- An algorithm is a set of steps to solve a specific problem ( )

12- Egypt does not prioritize artificial intelligence or include it among its priorities. ( )

13- Amazon designed Alexa to converse in a human-like manner. ( )

14- In 2021, Egypt launched an artificial intelligence platform. ( )

15- Teachers cannot share student projects through the WhatsApp application. ( )

16- The virtual assistant tool cannot answer your questions. ( )

2- Choose the correct answer :

1- Amazon designed .... as a voice-controlled virtual assistant to converse in a human-like manner.

A- Alexa B- Siri C- All of the previous

2- .... is a free programming website for children.

A- Excel **B- Scratch** **C- Word**

3- .... is the computer's ability to think and learn.

A- Artificial Intelligence **B- Algorithm** **C- None of the above**

4- Ms. Mogos is working on a game that illustrates the effects of machine learning algorithms.

A- I love algorithms **B- Scratch** **C- Alexa**

5- .... is a digital system of recording data on several computers simultaneously so that the data cannot be hacked.

A- Blockchain **B- Siri** **C- Alexa**

6- One of Ms. Mogos activities focuses on how an AI .... Responds to a person asking for advise .

A- voicebot **B- video calls** **C- algorithm**

3- Complete the missing parts using the wordsbetween the brackets :

(Scratch - Educational Technology - AI voicebot - Siri - Algorithm)

1- - Ms. Mogos is currently working as a researcher specializing in................

2- Through ...., interactive games can be created.

3- .... is considered one of the examples of voice controlled virtual assistant.

4- .... can respond to a person asking for advice.

5- .... is a step-by-step procedure to solve a problem or perform a tasks.

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Lesson 2 : Ethics of using artifical intelligence

Artificial intelligence is technology that is able to use **human traits** of problem-solving, reasoning and decision-making to perform tasks

الذكـاء الاصطناعي
هو التكنولوجيا التي تتمكن من استخدام السمات البشرية في حل المشكلات واستخدام المنطق واتخاذ القرارات لأداء المهام.

Artificial intelligence (AI) depends on **algorithms** to teach it how to learn to problem-solve, use reasoning and make decisions.

حيث يعتمد على الخوارزميات لتعلمه وتساعده على حل المشكلات واستخدام المنطق واتخاذ القرارات.

Some common AI tools that you may have used are:

- **Facial recognition** to unlock your devices

  فتح الجهاز من خلال التعرف على الوجه.

- **Navigation apps** to guide you to a destination

  تطبيقات الملاحة لإرشادك إلى وجهة ما.

- **Smart home devices** such as **smart thermostats** to regulate temperature

  الأجهزة المنزلية الذكية مثل (منظمات الحرارة الذكية لتنظيم درجة الحرارة).

- **Digital voice assistants** that respond to questions/requests

  المساعدون الصوتيون الرقميون الذين يجيبون عن الأسئلة أو الطلبات.

- **Email spam filters** that prevent dangerous email from reaching your inbox

  مرشحات (فلاتر) البريد الإلكتروني: التي تمنع البريد الإلكتروني الخطر من الوصول إلى Inbox الخاص بك.

- **Social media sites** that make connection suggestions to users

  مواقع التواصل الاجتماعي التي تقدم اقتراحات للمستخدمين للاتصال بالآخرين.

- **Chat windows** on websites that provide responses from **'chatbots'**

  نوافذ الدردشة على مواقع الويب التي توفر ردودا من "روبوتات المحادثة".





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• **Language processing tools**, that can provide information and even help you to formulate your writing or responses to something, from simple texts and emails, to coding, to essays and beyond.

•أدوات معالجة اللغة : توفر مصادر للمعلومات وتساعدك على صياغة كتابتك أو إجاباتك على أمر ماً ، بدءً من النصوص البسيطة ورسائل البريد الإلكتروني حتى الترميز والمقالات وغيرها.

Language processing tools can be invaluable resources of information. However, there are concerns that they can be used to plagiarize (copy) work, create misinformation and impersonate people - from famous people to even a family member!

•هناك مخاوف من إمكانية استخدامها لسرقة (نسخ) بعض الأعمال وللتضليل والانتحال الشخصيات من المشاهير أو أحد أفراد الأسرة!

- Use AI tools to invade people's privacy , cheat and cause harm

انتهاك خصوصية الاشخاص والغش والتسبب بالأذى

You have to make sure that the company or designer who developed the AI tool you want to use is following a code of ethics.

• يجب عليك التأكد من أن الشركة أو المصمم الذي انتج أداة الذكاء الاصطناعي التي تريد استخدامها يتبع قواعد الأخلاق.

Some people worry that they can't trust AI. Following the ethics above can help ease people's fears

لايثق بعض الناس بالذكاء الاصطناعي ويترددون في استخدامه، لكن اتباع الأخلاقيات يمكن أن تساعد في التخفيف من مخاوفهم.



The following ethics should be practiced by AI designers:

Be inclusive: AI tools should be inclusive to all users, not just a select group.

Be unbiased: Data should be based on fact, not opinion or personal views.

Be beneficial: AI tools should be used to help society, not used to take advantage of it. Be transparent: Be willing to explain how the AI tools work.

Be protective: User privacy and security must be considered when designing AI tools.

Be accountable: If an AI tool doesn't work as it should, admit the mistake, provide insight on what went wrong and explain what is being done to fix it.

ماهي الأخلاقيات الواجب اتباعها من مصممي ومستخدمى الذكاء الاصطناعي

الشمولية: يجب أن تشمل أدوات الذكاء الاصطناعي الجميع وليست مجموعة محددة

عدم التحيّز : يجب أن تستند البيانات إلى الحقيقة وليست الاراء أو وجهات النظر الشخصية.

الإفادة : يجب أن تُستخدم أدوات الذكاء الاصطناعي لمساعدة المجتمع وليس للاستفادة منه .

الشفافية: يجب أن يكون المصممون على استعداد لشرح كيفية عمل أدوات الذكاء الاصطناعي.

التحفظ: يجب مراعاة خصوصية المستخدم و أيضا أمانه عند تصميم أدوات الذكاء الاصطناعي

المسؤولية: إذا لم تعمل أداة الذكاء الاصطناعي كما ينبغي، فيجب على المصمم أن يعترف بالخطأ الذي حصل، ويقدم معلومات دقيقة حول الخطأ ويشرح ما يتم فعله لإصلاحه.



Lesson 2 : Exercises

1- Put (√) or (x)

1- Artificial intelligence does not rely on human characteristics in problem-solving.( )

2- Users of AI don't need to be ethical .( )

3- Email spam filters are used to prevent dangerous messages from reaching the inbox( ).

4- Chatbots are examples of artificial intelligence. ( )

5- Algorithms must be followed to solve any problem facing the user. ( )

6- AI tools should be inclusive to all users. ( )

7- It is always preferable to rely on opinions . ( )

8- One of the advantages of using artificial intelligence is assisting the community. ( )

9- Language processing tools never create misinformation( )

10- When using AI tools, privacy and security must be taken into consideration . ( )

11- It is possible to unlock phones through facial recognition using artificial intelligence

12- One of the ethics of artificial intelligence is to rely on opinions rather than facts. ( )

13- Navigation apps with AI tools can direct you to your destination ( )

2- Complete the missing parts using the words between the brackets :

(Artificial Intelligence - Email spam Filters - Smart Home Devices - Algorithms – Digital voice assistants)

1- .... are used to prevent dangerous spam emails from reaching the inbox.

2- .... are used to assist in solving problems faced by users.

3- .... is technology that is able to use human traits of problem-solving

4- .... are considered examples of artificial intelligence tools.

5- .... are from AI uses .

3- Choose the correct answer :

1- .... Are from the common AI tools .

A- Face recognition

B- Navigation applications

C- All of the above

2- Social media sites use .... to suggest connections between users:

A- Artificial intelligence

B- Algorithms

C- Search engines

3-AI tools should be used to .... Society, not to take advantage of it .

A- damage

B- harm

C- help

4- Artificial intelligence depends on .... to learn problem-solving .

A- Algorithms

B- Printers

C- Virtual reality

5- Data used in AI should be based on ....

A-opinions

B- facts

C- personal views

6- One of the risks of artificial intelligence is that it can be used for ....

A- Intellectual property theft

B- Identity theft

C- All of the above

Lesson 3 : E-commerce



E-commerce

- is the **buying** and **selling** of goods and services on the internet.
- There are many online shops.
- Experienced consumers use technological research tools to help them make the best purchasing decisions.

التجـارة الإلكترونيـة :

- وهي عملية شراء السلع والخدمات وبيعها عبر الإنترنت.
- يوجد العديد من المتاجر عبر الإنترنت
- يستخدم المستهلكون ذو الخبرة عبر الإنترنت أدوات البحث التكنولوجي لمساعدتهم في اتخاذ قرارات شراء المنتجات الأفضل لهم.

some technological research tools that can be used when shopping online.

أدوات البحث التكنولوجي التي يمكن استخدامها عند التسوق عبر الإنترنت:

1. SEARCH ENGINES

- used to find information about anything, including **product** and **website** information.
- From articles about products, to links to relevant shopping sites,
- search engines are important technological research tools.
- They can help consumers make their decisions.



١ - محركات البحث :

- تستخدم لإيجاد المعلومات عن أي موضوع (المنتجات والمواقع الإلكترونية)
- تحتوي على مقالات حول المنتجات وروابط إلى مواقع التسوق المناسبة،

و تساعد المستهلكين على اتخاذ قراراتهم.



2. COMPARISON WEBSITES

- Consumers use comparison websites to help them compare products. Comparisons could be based on price, or quality of the product.

For example, if a consumer wants to buy a new laptop, they could use a comparison website. This provides a range of laptops with a comparison of their features and price points.

Rate Us!



٢ - مواقع المقارنة الكترونية:

تستخدم للمقارنة بين المنتجات من حيث السعر أو الجودة.

3. ONLINE REVIEWS

Online reviews by consumers, or even friends or family members on social media, can also be valuable.

٣- التقييمات عبر الإنترنت:

- يمكن لتقييمات المستهلكين عبر الإنترنت، أو حتى يمكن لتقييمات الأصدقاء وأفراد الأسرة عبر مواقع التواصل الاجتماعي، أن تكون أيضا قيمة

- Most websites share user reviews for products.
- Consumers need to be careful though. Some reviews may be fake or exaggerated.

- تشارك معظم المواقع الإلكترونية تقييمات المستهلكين للمنتجات ومع ذلك،
- لا بد أن يتوخى المستهلكون الحذر، إذ بعض التقييمات مزيفة أو مبالغ فيها،

- Information from family and friends is always a helpful way to evaluate potential purchases.

تبقى التوصيات الشفوية من الأسرة والأصدقاء دائما وسيلة مساعدة في تقييم عمليات الشراء المحتملة.





Stocks and bonds

- A stock exchange is a market where people can buy and sell shares, called stocks.

البورصة سوق يمكن للأفراد من خلالها شراء الحصص ،وبيعها ، ويطلق عليها الأسهم.

- The shares of a company are equal parts into which the ownership of the company are divided into.

الأسهم و السندات :

- تعرف بأجزاء متساوية تنقسم إليها ملكية الشركة

- Stocks therefore give the individual a percentage of ownership in a company.

-The individual makes or loses money depending on the company's performance and activity.



، ويحصل الأفراد عند شرائهم هذه الأسهم على نسبة معينة من الملكية في شركة ما .

- تتوقف أرباحهم أو خسائرهم المالية على نشاط وأداء هذه الشركة.

This process can be quite risky:

1- Companies may lose business and money because of competitors or reviews.

من مخاطرها

- قد تخسر الشركات أموالها وأعمالها بسبب المنافسة أو التقييمات.

2- Negative online news stories (including rumors and lies) can also affect companies' business.

- يمكن للمنشورات السلبية والشائعات والأكاذيب عبر الإنترنت أن تؤثر على أعمال الشركة.

3-Companies can also sell bonds to help raise money.

-يمكن للشركات بيع السندات كوسيلة لجمع الأموال.



- Individuals may choose to purchase stocks to support a company they trust.

يوجد بعض الأفراد يفضلون شراء الأسهم كوسيلة لدعم الشركات التي يثقون بها

For example, a person who wants to help the environment might want to invest in a green company that helps to preserve the environment.

فمثلا، قد يختار الأفراد الذين يريدون حماية البيئة الاستثمار في الشركات الخضراء التي تساعد في الحفاظ على البيئة.

- Stocks and bonds can be bought, managed, and sold through trusted and official websites.

يمكن شراء الأسهم والسندات وإدارتها وبيعها بسهولة عبر المواقع الإلكترونية الموثوقة.

-This way people can have more control over their financial decisions.

يمكن للأشخاص التمتع بسلطة أكثر في إدارة قراراتهم المالية.



Lesson 3 : Exercises

1- Put (√) or (x)

1- E-commerce is used for buying and selling products online.

2- Online purchasing and selling of goods is known as e- commerce.

3- There are many online stores on the internet.

4- Consumers use search tools to assist them in making purchasing decisions.

5- A search engine is not considered a technological search tool.

6- Online reviews by family and friends are useful in evaluating products.

7- Search engines are used to find information about any product.

8- Comparison websites that compare products can't help consumers.

9- Online consumer reviews may not be valuable to others.

10- Companies may sell bonds to raise money

11- People could decide to invest in stocks in order to support the company they believe in

12- Artificial intelligence is a market where individuals can buy or sell shares.

13- Shares don't involve any risk.

14- It is preferable to buy stocks and bonds through reliable electronic websites.

15- Green companies are examples of companies that help preserve the environment.

2- Complete the missing parts using the words between the brackets :

(reliable website - Stock Exchange - Stocks - Green Companies - E-commerce - Search Engines website - Unreliable - Comparison Website)

1- Consumers use .... to compare products based on price and quality.

2- Shares in the stock exchange are often referred to as ....

3- ....can be used to find information on any topic.

4- .... is the process of buying and selling online.

5................................is a market where people can buy and selling.

6- .... are examples of companies that help in preserving the environment.

7- It is preferable to buy stocks and bonds through ....

3- Choose the correct answer :

1- Reviews sometimes seem ....

A- fake **B- exaggerated** **C- all of them**

2- ....‥ websites should be used when buying stocks or bonds.

A- Secure **B- Reliable** **C- All of the above**

3- ....are considered technological research tools.

A- Search Engines **B- Stocks** **C- Stock Exchange**

4- ....‥ is The process of buying and selling products online.

A- Commerce **B- E-commerce** **C- Comparison Websites**

5- Information from family and friends is always a ....‥ way to evaluate products.

A- fake **B- untrusted** **C- helpful**



Lesson 4 : COMMUNICATION WITH EDUCATIONAL SERVICE PROVIDERS



Educational service providers (ESPs)

- include both **profit** and **non-profit** organizations
- that provide educational support.



- ESPs are sources of information which a student can potentially learn from.



- ESPs may include **(online libraries , educational publishing sites** and **online museums).**

(Alexandria Library and Egyptian Knowledge Bank) are two well-known ESPs.



- مقدمو الخدمات التعليمية (ESP Educational Service Providers)
- يوجد العديد من المنظمات التي تقدّم الدعم التعليمي منها (الربحية وغير الربحية).
- وهي تعد مصادر للمعلومات يمكن للتلاميذ التعلم منها مثل :
- المكتبات عبر الإنترنت - مواقع النشر التعليمية - المتاحف الافتراضية

مكتبة الإسكندرية بنك المعرفة المصري

-You can contact ESPs to help you with research or other educational needs.

(E-mail - Chat windows)

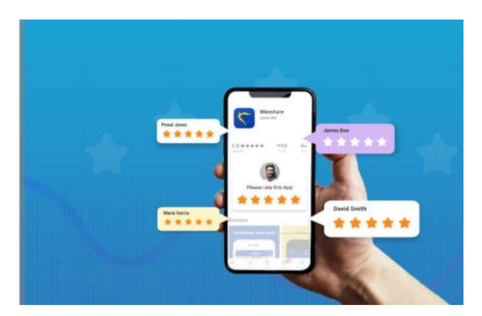
For example, you can send an email request.

It's important to be **formal** when writing to an ESP. Look at this email from Ahmed Salah.

ويمكنك التواصل مع مقدمي الخدمات التعليمية من خلال (البريد الالكتروني – نوافذ الدردشة)

البريد الإلكتروني : احرص على أن تكون رسالتك رسمية.

أنظر إلى رسالة البريد الإلكتروني من أحمد صلاح.





New message

To Mona

Subject Ras Muhammed National Reserve

Subject — Ras Muhammed National Reserve

A greeting — Hello!

A personal introduction — My name is Ahmed Salah. I am twelve years old.

Your reason for writing — I'm currently interested in finding ways to help my local community. I want to find ways to help keep community parks clean and safe. I hope to find others in my community to help me accomplish this goal.

Your reason — I'll be writing a report that includes why I feel parks, such as the Ras Muhammed Natural Reserve, are so important. Do you have any suggestions on how I can find information on this subject? I would be very grateful for any help you could provide to me.

Thank you for taking the time to read my email. I am looking forward to hearing back from you!

A closing message that includes thanks — Sincerely,

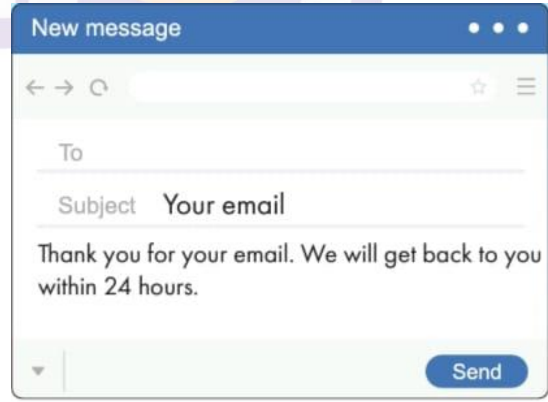
Your name — Ahmed Salah

Send

22

Sometimes you may get an automatically generated reply thanking you for your email, and letting you know when you will receive a reply.

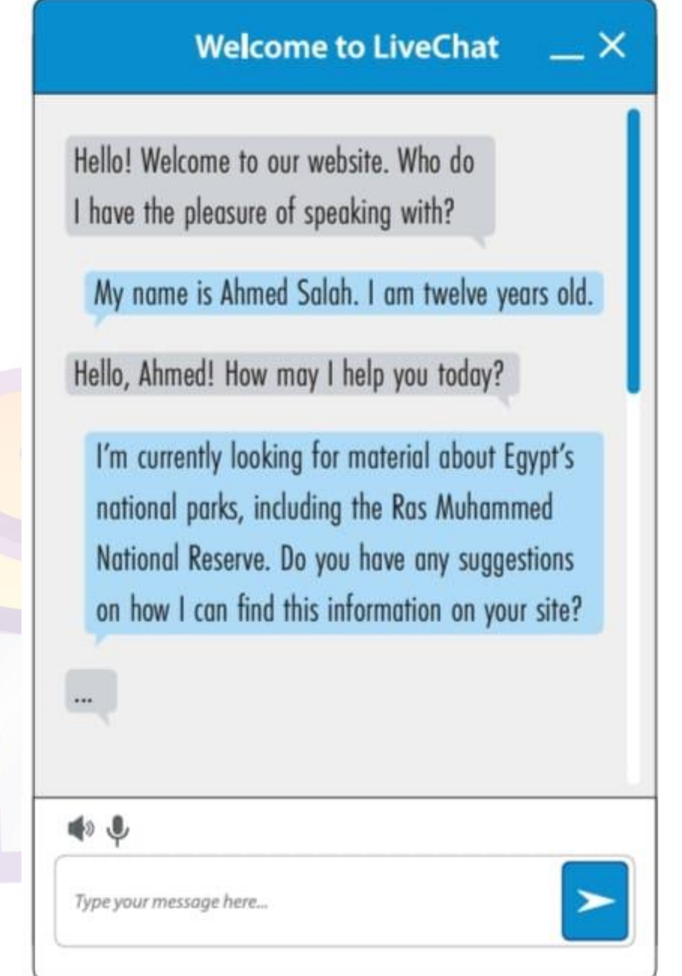
في بعض الأحيان، قد تحصل على جواب تلقائي يشكرك على تواصلك معهم، وإعلامك بأنك ستتلقى ردًا قريبًا .





Chat windows

if they are included on their website. Here, you can be a bit **less formal.** However, you must still be polite and also be clear in your request.



٢- نوافذ الدردشــة في حال كانت متوفّرة على مواقعهم الإلكترونية ويمكنك في هذه النوافذ
التحدّث بطابع أقل رسمية، إنّما باحترام وتهذيب ووضوح .
و يجب أن يكون طلبك واضح ودقيق

Chat windows usually have **chatbots** for responses.

غالبًا ما توظف نوافذ الدردشة روبوتات المحادثة للردّ على الطلبات

Chatbots

aren't real people. They are artificial intelligence (AI) computer programs designed to respond to questions online.

، فلا تنسَ أنّ هذه الروبوتات ليست أفرادًا حقيقيين، إنّما برامج كمبيوتر تعمل بالذكاء الاصطناعي ومصمّمة للردّ على الأسئلة عبر الإنترنت.

Lesson 4 : Exercises

1- Put (√) or (x)

1-Students cant learn online from ESPs (   ).

2- ESPs include two types of organizations that provide educational support: for-profit and non-profit organizations (   ).

3- Email is the only way to contact ESPs ( ).

4- You can ask ESPs help with research(   ).

5- Online libraries are examples of educational service providers (   ).

6- It is possible to virtually visit a museum thousands of miles away (   ).

7- Many books can be accessed through online digital libraries (   ).

8- Chat windows usually have chatbots for responses. (   )

9- ADL and EKB are two well-known ESPs (   )

10- When communicating with ESPs, it's necessary to be clear and focused (   )

11- It is not necessary to be formal when writing to an ESPs (   )

12- Chatbots are real people responding to questions online (   )

13- Online museum can be considered as ESPs (   )

2- Complete the missing parts using the words between the brackets :

(EKB - Email - Chatbots - Chat Windows - Educational Service Providers-ADL)

1- ________ include profit and non-profit organizations.

2- ________ are computer programs that rely on artificial intelligence in their operation.

3- ________ is used to send a message in a more formal manner.

4- ________ is used to send a message in a less formal manner.

5- ________, ________ they are examples of educational service providers.

3- Choose the correct answer :

1- The Egyptian Knowledge Bank and the Library of Alexandria are considered ________ organizations that provide services.

a- well-known **b- Non-profitable** **c- a and b**

2- You can communicate with ESPs ……………………..

a- formally **b- less formally** **c- All of them**

3- You can communicate with educational service providers in a less formal manner through

a- Chat windows **b- Email** **c- None of the above**

4- Sometimes you may get an automatically generated reply thanking you for your email through……………………………..

a- chat room

b- chatbots

c- email

5- ……………………………. Are examples of ESPs

a- ADL **b- EKB** **c- google**

6- you can contact ESPs using ……………………..

a- Chat windows **b- Email** **c- a and b**

7- To be ……………….. is advice given for communicating using chat windows.

a- funny **b- clear** **c- angry**

Lesson 5 : COMPUTATIONAL COMMUNICATION TOOL

- There are other tools of **cloud computing** that you can use to communicate with everyone at the same time.

أدوات الحوسبة السحابية التى تستخدم للتواصل في الوقت نفسه

Real-time communication often allows you to get your message across in a more engaging way such as :

يتيح لك التواصل في الوقت نفسه إيصال رسالتك بطريقة تفاعلية أكثر مثل :

- video chats



- live television shows

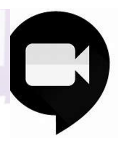


- instant chat rooms

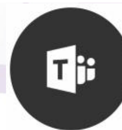


video chats (Video Conferencing) :

Google Meet



Microsoft Teams



-Two **popular** video conferencing platforms are (Microsoft Teams and Google Meet).

- While there may be some variety in terms of how each platform runs, the basic tools are similar in both of them.

وعلى الرغم من الاختلافات الطفيفة في وظائف كلّ منصة منهما فإنّ الأدوات الأساسية التي تقدمها المنصتان متشابهة.

how to use video conferencing software, via the Google Meet™ platform.

كيفية استخدام منصة Google Meet

To create a Meet:



- Click on **New Meeting**.
- Then click on **the option** that works for you :

  (to start a meeting **instantly**, or to create a meeting **for later**).
- **copy** the meeting link and **Share** it with the meeting participants.

١ - لإنشاء اجتماع : اضغط على خيار اجتماع جديد

ثم اضغط على (بدء اجتماع على الفور أو إنشاء اجتماع لوقت لاحق) ثم انسخ رابط الاجتماع وشاركه مع المشاركين في الاجتماع.

To join a Meet:



There are two ways you can join a meeting.

1- You can **copy** and **paste** the invite link into your browser.

2- You can also enter the link into the "**Enter a code or link**" field. Then, click **Join**.

٢ - للانضمام إلى الاجتماع : توجد طريقتان للانضمام إلى الاجتماع،

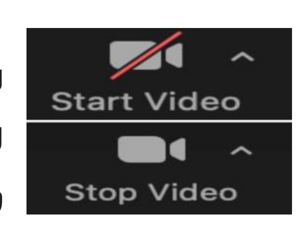
- نسخ رابط الاجتماع ولصقه في متصفحك
- أو إدخال الرابط في حقل إدخال رمز أو رابط "ثم النقر على الزر " انضمام "



Once you're in the Meet, you will be asked to approve the use of the **microphone** and **camera**.

-Click on the microphone icon for audio, and the camera icon for video.

-To turn either off, just click on the icon again.



للسماح باستخدام الميكروفون والكاميرا

اضغط على رمز الميكروفون لتشغيل الصوت وعلى رمز الكاميرا لتشغيل الفيديو

ولإيقاف أيّ منهما، اضغط على الرمز مرة أخرى

Before communicating via a video conference

Remember to check your **connection** and **software**. Fix any glitches.

٣- قبل التواصل عبر مؤتمر فيديو: تذكَّر أن تتحقق من اتصالك بالإنترنت ومن البرنامج المستخدم

During your video conference



- Dress appropriately

- ارتدِ ملابس مناسبة

- Be sure to smile and appear friendly.

- حافظ على إظهار سلوك راقٍ وابتسامة دائمة

- Check your microphone is on when you're speaking, and **mute** it when you're not.

- تحقق من أنّ الميكروفون يعمل عند التحدّث واكتم الصوت عند عدم استخدامه

- Refer to your notes as necessary. Always look up and speak while looking at the camera.

- راجع ملاحظاتك عند الحاجة، و احرص على النظر مباشرة إلى الكاميرا أثناء التحدث.

After your video conference:

Send an **email** to follow up after the meeting. Include a **summary** of the meeting in your email, or a link to the recording of the meeting, if it was recorded.

بعد انتهاء مؤتمر الفيديو : أرسل بريدًا إلكترونيًا للمتابعة بعد الاجتماع، يشمل ملخصا عن الاجتماع أو رابطا يحتوي على تسجيل الاجتماع، إذا كان قد سُجّل.



Lesson 5 : Exercises

1- Put (✓) or (x)

1- Video conference is one of the tools of cloud computing. (   )

2- Real-time communication often allows you to get your message across in a more engaging way (   )

3- Before conducting any meeting, make sure to check the internet connection(   ).

4- Instant messaging rooms allow you to communicate simultaneously. (   )

5- Microsoft Teams and Google Meet are the most famous video conferencing platforms( )

6- A feature used to create a new meeting on the Google platform is New Meeting. (   )

7- You can join a meeting by entering the invite link (   )

8- You cannot control the camera's operation or stop it during the video conference meeting. (   )

9- It is difficult to control and operate the microphone during your meeting. (   )

10- It is preferable to send an email for follow-up after the video conference meeting. (   )

11- When conducting a meeting, ensure that the microphone is working when speaking and mute it when not in use. (   )

12- There is only one way to join the meeting. (   )

13- The basic tools in Microsoft Teams and Google Meet are different (   )

2- Complete the missing parts using the words between the brackets :

(message - Google Meet - Joining - New Meeting - Microsoft Teams)

1- Real-time communication often allows you to get your .... across in a more engaging way.

2- To join a new meeting, we click on the ________ field.

3- ________ , ________ are two popular video conferencing platforms

4- To create a new meeting, we click on _______.

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3- Choose the correct answer :

1- You should click on .... icon to turn off audio in Google Meet.

a- microphone b- Google Meet c- camera

2-Google Meet is a / an ....

a- search engine b- email service c- video conference app

3- To create a meeting in Google Meet, click on

a- Join b- New meeting c- Send

4- To join a meeting, copy and paste the invite link , then click

a- Join b- New meeting c- Send

5- After creating your meeting, copy a .... On your browser.

a- link b- New meeting c- page

6- The basic tools in Microsoft Teams and Google Meet are ....

a- different b- similar c- a and b

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Lesson 6 : Programming and digital problems and how to solve them

Programming languages



Programming languages are commands that are provided in sentences for writing computer programs.

(HTML – JavaScript ......)

لغات البرمجـة :

أوامر تُعطى على هيئة جمل لكتابة برامج الكمبيوتر

Hyper Text Markup Language (HTML)



is a language commonly used to create **static** web content.

Static web content is set and remains the same to every user who visits the website.

لغة ترميز النص المتشعب (HTML)

هي لغة تُستخدم لإنشاء صفحات الويب الساكنة أو الثابتة .

ومحتواها الذي يوضع ويظل على حاله لكلّ مُستخدم يزور موقع الويب

JavaScript



JavaScript allows the creation of **dynamic** web content.

Dynamic web content is content that can be changed based on the individual user's interactions with the app or website.

لغة البرمجة جافا اسكريبت (JavaScript)

لغة تُستخدم لإنشاء صفحات الويب الديناميكية

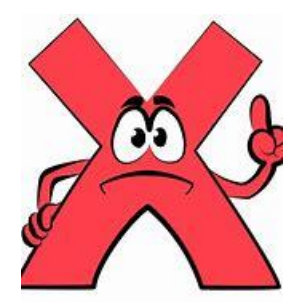
ومحتواها هو الذي يمكن تغييره بناء على تفاعلات المُستخدم مع التطبيق أو موقع الويب.

Common digital problems المشكلات الرقمية الشائعة

Problem	Possible solutions
Corrupted file	• Check that the file downloaded correctly. If you're not sure, delete the corrupted file and download it again. • Try opening the file using another program. Make sure your software version is up-to-date. If it isn't, run the necessary updates.
Device won't charge	• Make sure your charging cable is functioning. If it isn't, replace it with a new cable. • Be sure there are no issues with your electricity or socket at home. • Check for dust and water in the charging port. Clean the port or remove the water by following the instructions from your device's provider (you can ask your teacher for help).
Forgotten password	• Click on the link that confirms you forgot your password. Follow the steps to create a new password. • In the future, use a password manager application. Set up strong unique passwords for each account and remember the master password for the password manager.
Accidental file deletion	• Make sure you can see the "Recycle Bin" or "Trash" feature on your computer, which temporarily stores deleted files. • Regularly back up important files to an external hard drive, or cloud storage service.
Error message when trying to save a file.	• Make sure you're not using the name of another file. • Check that you have the right to access the file storage location, such as a local hard drive or cloud storage. • Check to see if your password includes "special characters", which can prevent the file from saving properly.

المشكلة	الحلول المحتملة
ملف تالف .	• تأكد من أن الملفّ تم تحميله بشكل صحيح. وإذا لم تكن متأكدًا، فاحذف الملف التالف وأعد تحميله. • حاول فتح الملف باستخدام برنامج آخر. • تأكد من أن البرنامج الذي تستخدمه مُحدَّث وإذا لم يكن كذلك، فقم باجراء التحديثات اللازمة .
جهاز لا يُشحَن .	• تأكَّد من أنّ كابل الشاحن يعمل. وإذا لم يكن الأمر كذلك، فاستبدله بكابل جديد. • تأكَّد من عدم وجود مشكلة في الكهرباء أو المقبس المنزل. • تحقق من غياب الأتربة والماء في منفذ الشحن. واا عثرت على الماء، قم بتنظيف منفذ الشحن أو إزالة الماء وفقًا لتعليمات مورّد الجهاز
نسيان كلمة المرور	• أنقر على الرابط الذي يؤكّد أنك نسيت كلمة المرور. اتَّبع الخطوات لإنشاء كلمة مرور جديدة. • استخدم تطبيقا يسمح بإدارة كلمات المرور. وأعد كلمات. مرور قوية وفريدة لكلّ حساب وتذكَّر كلمة المرور الرئيسة لهذا التطبيق.
حذف الملف عن طريق الخطأ	• شغل "سلة المحذوفات" على جهاز الكمبيوتر لتخزين الملفات المحذوفة مؤقتًا. • قم باجراء نسخًا احتياطية للملفّات المهمة بانتظام على محرك أقراص ثابتة خارجي أو خدمة تخزين سحابية.

ظهور رسالة خطأ عند محاولة حفظ الملف:



• تأكد من أنك لا تستخدم اسم ملف آخر.
• تأكد من امتلاكك صلاحية للوصول إلى موقع تخزين الملفات، مثل محرك الأقراص الثابتة المحلّي أو التخزين السحابي.
• تحقق مما اذا كان اسم الملف كان يحتوى رموزًا" مميّزة "قد تمنع حفظ الملف

Lesson 6 : Exercises

1- Put (√) or (x)

1- Programming languages are commands that are provided in sentences for writing computer programs. (   )

2- HTML is used to create video games and animations. (   )

3- HTML is used for creating static web pages . (   )

4- JavaScript is used to create static web pages. (   )

5- JavaScript is used to create dynamic web pages. (   )

6- Corrupted files can be fixed by simply re-downloading them (   )

7- Dynamic web content is content that can be changed based on the individual user's interactions with the app or website. (   )

8- Replacing the mouse cable is a solution if the device won't charge (   )

9- To solve the problem of a corrupt file, to ensure that the software used has been updated. (   )

10- Dust in the charging port can prevent from charging (   )

11- Simple passwords should be set up for access. (   )

12- The static online content doesn't change (   )

13- using a password manager can help in managing passwords (   )

2- Complete the missing parts using the words between the brackets :

(Static Web Content- Programming languages – Dynamic Web Content - Java script - HTML)

1- ______ is the content that can be changed based on user interactions

2- _______ is used to create static web pages

3- _______ is set and remains the same to every user who visits the website.

4- _______ language is used to create interactive web pages

5- _______ are commands given in the form of statements to write computer programs

Lesson 7 : USING PHOTO EDITING TOOLS

-You can use photo editing software to alter images to make them look more visually pleasing and professional.

توجد العديد من البرامج المستخدمة فى تحرير الصور بهدف تغيير الصور وجعلها تبدو أكثر جاذبية .



- Graphic designers, photographers and other creative professionals use expensive software such as Adobe Photoshop

المصممين والمصورين يستخدمون برامج محترفة وغالية مثل أدوبي فوتوشوب

-However, you can use similar tools for free with **GNU Image Manipulation Program** or (GIMP).



يوجد برامج تؤدى نفس المهام لكن بصورة مجانية مثل جيمب

GIMP is an **open** source software that can be used on different operating systems . can use for presentation

- جيمب (برنامج مجاني مفتوح المصدر ويعمل على أنظمة تشغيل مختلفة) ويمكن استخدامه فى العروض

Here are some of the things you can do with GIMP

بعض الأمور التي يمكنك القيام بها باستخدام برنامج جيمب

Retouching

This enhances the photo to make it look more beautiful. You can correct flaws in the photo.

- تحسين الصور: تسمح لك هذه الميزة بتحسين الصورة لجعلها أكثر جمالًا فيمكنك أن تصحح الشوائب الواضحة على الصورة،




For example, if someone has red eyes from camera glare you can change them to the original color, you can make their skin look smoother, or you can change the color of their jacket to make it brighter and more noticeable.

مثلا، إن كانت عينا شخص ما في الصورة حمراوين
يمكنك إعادتهما إلى لونهما الأصلي، أو يمكنك جعل بشرته تبدو أكثر سلاسة، أو يمكنك تغيير لون معطفه ليبدو ساطعًا ويلفت الأنظار

You can change the **background** too. If the photo was taken on a cloudy day, you can make the sky seem brighter.

. حتى أنّه يمكنك استخدام هذه الميزة لتغيير خلفية الصورة إن كنت قد التقطت الصورة في يوم غائم،
يمكنك أن تجعل السماء تبدو صافية.



Blending This **combines** two images to make them look like one. This is useful when you present an idea for something that doesn't exist yet or show what something might look like.

٢ - دمج الصور : يهدف دمج الصور إلى جمع صورتين معًا لتبدوا صورة واحدة،
ما يفيدك في عرض فكرة شيء غير موجود بعد أو في عرض ما قد يبدو عليه أمر ما

Special effects You can use different **filters** to add special effects to an image.
For example, you can make it look like something is moving in the photo with motion blur, or make it look **very old** with the artistic filter gallery.

٣- المؤثرات الخاصة يمكنك أن تستخدم مرشحات (فلاتر): لإضافة مؤثرات خاصة على الصورة مثلًا،
يمكنك أن تجعل الصورة تبدو وكأنّها تتحرّك من خلال ضبابية الحركة أو
جعل الصورة تبدو قديمة جدّا









GIMP:

- is an **efficient** and **light** program, so it doesn't take up a lot of space on your hard drive.

- هو برنامج فعال وخفيف إذ إنه لا يأخذ الكثير من المساحة على محرك الأقراص الصلب

- It's a **widely used** program, and there are online resources available to help you learn how to use it. Although it has a large number of tools,

- وهو برنامج كثير الاستخدام يوفر العديد من الأدوات ويمكنك تخصيص الواجهة الخاصة بك بحيث تظهر فقط الادوات التى تحتاجها .

. It is **open source**, and there are many websites that allow you to use GIMP to edit photos online.

برنامج مجانى مفتوح المصدر لذلك تسمح العديد من المواقع باستخدام البرنامج وتحرير الصور مباشرة على الانترنت ومن دون تحميل

- GIMP supports different file **formats**, and you can convert the image to different formats, such as PDF, gif or jpeg.



يدعم مختلف انواع الملفات ويمكن تحويل الصورة إلى نوع أخر مثل (PDF – jpeg -......)


















Lesson 7 : Exercises

1- Put (✓) or (x)

1- You can use a program to edit and enhance images to make them more attractive.(   )

2- Gimp allows you to change the color in an image. (   )

3- Gimp is considered a paid software. (   )

4- Photoshop is closed-source software. (   )

5- One of the advantages of Gimp is its compatibility with different operating systems. (   )

6- Gimp can be used to blend two images together (   )

7- Gimp can only be used on Windows. (   )

8- Adding motion blur is an example of a special effect you can achieve in Gimp (   )

9- Gimp supports different of file formats (   )

10- Blending image is not possible with Gimp (   )

11- Gimp doesn't support adding special effects to an image (   )

2- Complete the missing parts using the words between the brackets :

(Photoshop - Filters - Gimp - Open Source - Jpeg)

1- Gimp supports different of file formats such as ....

2- Gimp is.................... and allows for image editing.

3- .... is an examples of paid photo editing software.

4- .... is an efficient and light program, so it doesn't take up a lot of space on your hard drive.

5- You can use .... to add special effects to the image.

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3- Choose the correct answer :

١- .... is effective and light program but takes up a lot of space on the hard disk.

A- Photoshop **B- Gimp** **C- Html**

2- Gimp supports different of file formats such as:

A- Pdf **B- Jpeg** **C- All of the above**

3- You can use the Gimp ....

A- Without an internet connection

B- When you are connected to the internet

C- Both are correct

4- Examples of special effects on the image include......................................

A- Making the image move **B- Making the image look old** **C- All of the above**

5- .... use photo editing software, such as Adobe Photoshop.

A- Doctors **B- Designer** **C- Scientist**

6- Gimp is .... source software

A- open **B- closed** **C- both of them**

7- Gimp is a .... Program.

A- paid **B- free** **C- closed source**

Lesson 1 : EXPLORER IN ACTION



Ms. Sonika Manandhar

She is a financial technology entrepreneur and a National Geographic Explorer from the Republic of Nepal. Her studies focused on the engineering field, and robotics and artificial intelligence at Singularity University at NASA, in California.

سونيكا ماناندهار
رائدة أعمال في مجال التكنولوجيا المالية ومستكشفة في ناشيونال جيوجرافيك من جمهورية النيبال.
- اهتمت دراستها بمجال الهندسة، وعلم الروبوتات والذكاء الاصطناعي في جامعة سينغولاريتي التابعة لوكالة ناسا في كاليفورنيا.

-Ms. Manandhar wanted to use her knowledge to improve the local environment in the Republic of Nepal by reducing the carbon emissions rate.

- أرادت الآنسة ماناندهار توظيف معرفتها لتحسين البيئة المحلية فى جمهورية النيبال من خلال تقليل معدل انباعاثات الكربون

-She saw that using small electric buses could reduce the emissions rate.

. ولاحظت أنّ استخدام الحافلات الكهربائية الصغيرة قد يحدّ من معدل الانبعاثات،

- She also noticed that most of the minibus drivers in the capital Kathmandu were women.



كما لاحظت أن معظم سائقي الحافلات في العاصمة كاتماندو هم من النساء.

- In 2019, Ms. Manandhar co-founded the fintech company Aloi, a company that helps people use financial services.

- شاركت الآنسة ماناندهار عام ٢٠١٩ في تأسيس شركة التكنولوجيا المالية، وهي شركة تساعد الناس على استخدام الخدمات المالية.



Aloi



helps women minibus drivers in the Republic of Nepal

- get low-interest loans to buy electric minibuses.

and upgrade their existing electric minibuses with long-lasting -lithium-ion batteries.

- تساعد الشركة سائقات الحافلات الصغيرة في جمهورية النيبال على الحصول على قروض منخفضة الفوائد لشراء حافلات كهربائية صغيرة وتحديث حافلاتهن الحالية بتزويدها ببطاريات ليثيوم أيون طويلة الأمد.

- They receive and repay the loans through the company's platform, which is simpler and faster to use than most current bank loan procedures

- حيث تتلقى السائقات قروضهن وتسددنها من خلال منصة الشركة، وهي أسهل وأسرع من غالبية إجراءات القروض المصرفية الحالية.

-When the funder approves a loan, the business owner gets a digital token. She spends the token with an approved seller, such as an electric vehicle seller.



فعند موافقة المموّل على القرض، تحصل صاحبة العمل على رمز رقمي تستخدمه مع أحد المورّدين المعتمدين، مثل مورّد المركبات الكهربائية.

Then she pays the funder back each month as she makes money with her business.

- ثم تسدد دينها للمموّل شهريا من الأرباح التي تحققها من عملها.



- All financial transactions are sent as an SMS (text), and as a result, there is no need to use the internet.

- وتتمّ جميع المعاملات المالية من خلال الرسائل النصية، مما أدى إلى عدم الاحتياج إلى استخدام الإنترنت.



- Passengers may schedule rides on the **company's website**. They can pay with digital tokens or through mobile wallets.

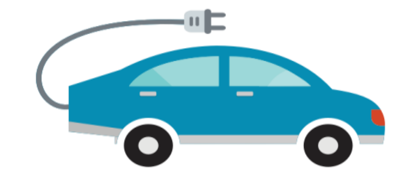
- يمكن للركاب جدولة رحلاتهم عبر موقع الشركة الإلكتروني. وبإمكانهم الدفع باستخدام الرموز الرقمية أو محافظ الهاتف المحمول.

وهي تطبيق مصمَّم لتخزين الأموال عليه، وقد يُستخدم لإرسال النقود واستلامها ، ودفع الفواتير (الكهرباء والمياه والغاز وحجز تذاكر السفر، والاشتراك في الخدمات التي تقدمها الشركات. ويتيح للمستخدمين إمكانية الوصول إلى أموالهم واستخدامها إلكترونيا في أي وقت وأي مكان.

- As part of its strategy to adopt a green economy, **Egypt** launched its **first locally manufactured electric car.**

أطلقت مصر، في إطار استراتيجيتها لتبني الاقتصاد الأخضر، أوّل سيارة كهربائية محلية الصنع.

- In February 2023, the Arab Academy for Science, Technology and Maritime Transport announced that the vehicle is



designed to accommodate **five people**. Its maximum speed is **60 km/ and it uses a lithium-ion battery.**

- وفي فبراير ٢٠٢٣ ، أعلنت الأكاديمية العربية للعلوم والتكنولوجيا والنقل البحري، عن أن السيارة مصممة لتتسع لخمسة أشخاص، وتسير بسرعة قصوى تبلغ ٦٠ كم / ساعة، وتعمل ببطارية ليثيوم أيون.

Ms. Manandhar uses her X ™, formerly known as Twitter®, and Instagram accounts to spread awareness of the benefits of green micro-entrepreneurs for society.



Lesson 1 : Exercises

1- Put (√) or (x)

1-Ms. Manandhar works as an explorer at National Geographic. (   )

2- Ms. Manandhar co-founded the fintech company Aloi. (   )

3- The use of small buses increases the rate of carbon emissions. (   )

4- Aloi helps women minibus drivers in the Republic of Nepal get low-interest loans(   )

5- One of Aloi's advantages is providing a report to understand how loans are spent. (   )

6- Ms. Manandhar used technology in her work. (   )

7- All Aloi's financial transactions are conducted via email. (   )

8- Ms. Manandhar helped her town by establishing Aloi Company. (   )

9- Financial bank loans are faster and easier than loans offered by the Aloi platform. (   )

10- Egypt launched the first electric car as part of its strategy to build a green economy. ( )

11- Miss Manandhar uses her Instagram account to raise awareness about the benefits of small green businesses. (   )

12- Egypt 's first electric car is expected to have an expensive price (   )

13- The mobile wallet can be used to pay bills (   )

2- Complete the missing parts using the words between the brackets :

(Ms. Manandhar- Mobile wallet- Instagram - Reduction – green economy - Women - Aloi's Company)

1- .... platform helps bus drivers access loans with reduced interest rates.

2-............. is a financial technology entrepreneur.

3- .... is an app used in sending and receiving funds.

4- Ms. Manandhar focused on .... carbon emission rates to improve local environment.

5- Ms. Manandhar noticed that most bus drivers in the capital Kathmandu are ....

6- Using electric cars is part of Egypt's strategy to adopt..............................

7- Miss Manandhar uses her account on the .... to raise awareness about the benefits of small green businesses.

3- Choose the correct answer :

1- Bus passengers can schedule their trips and make payments through **Aloi's** website using:

a. Digital codes **b. Mobile wallets** **c. All of the above**

2- Ms. Manandhar focused on ....

a. AI **b. robotics** **c. All of the above**

3- .... is considered one of the companies that focus on financial services:

a. Google **b. Microsoft** **c. Aloi**

4- The use of small electric buses .... the carbon emissions rate.

a. Reduces **b. Increases** **c. Disseminates**

5- Passengers in the city of Nepal may use social media platform tools such as:

a. Facebook **b. Instagram** **c. All of the above**

6- Aloi is a .... Company that help people use financial services

a. education **b. fintech** **c. healthcare**

7- .... Is an app for storing money .

a. Messenger **b. WhatsApp** **c. Mobile wallet**



LESSON 2 : OPERATING SYSTEM AND SOFTWARE

operating system (OS)

is the software that **manages** a computer's functions, **runs** the software and hardware, and **allows** a user to communicate with the computer easily.



هو البرنامج الذي يدير ويتحكم فى وظائف الكمبيوتر، ويقوم بتشغيل البرامج ويسمح للمستخدم بالتواصل مع الكمبيوتر بسهولة.

- The most important software on your computer.

ويعتبر أهم برنامج على الكمبيوتر الخاص بك

- An OS **coordinates** and **manages** the communication between : your **hardware** and **software**.

ينسّق ويدير نظام التشغيل عملية الاتصال بين أجهزتك وبرامجك،

- It also **verifies** the **requirements** for each program and the computer components needed such as :

(the central processing unit (CPU), memory and storage).

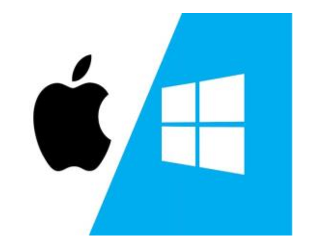
ويقوم بالتأكّد من متطلبات كل برنامج وما يحتاجه من مكونات جهاز الكمبيوتر مثل وحدة المعالجة المركزية (CPU) والذاكرة والتخزين.

- When you buy a computer or device, it usually has a **pre-loaded** OS.

عند شراء كمبيوتر أو جهاز ما، فإنّه عادةً ما يكون مزوّدًا بنظام تشغيل مُحمّل مسبقًا.

- Most laptops and computers have **Microsoft Windows** pre-loaded and this OS is often used in **schools** and **organizations**.

تحتوي معظم أجهزة الكمبيوتر وأجهزة الكمبيوتر المحمولة على نظام التشغيل Microsoft Windows المحمّل مسبقًا، والذي غالبًا ما يُستخدم في المدارس والمؤسسات.



- **Macintosh** computers use **macOS®**.

تستخدم أجهزة كمبيوتر Macintosh نظام التشغيل (macOS)

- You have to pay for different software for each of these operating systems and macOS is generally more expensive.

ويتعين عليك أن تدفع لكلّ نظام من أنظمة التشغيل هذه مقابل برامج مختلفة، ويكون نظام التشغيل (macOS) مكلفا أكثر بشكل عام.



Smartphones and tablets use different operating systems, such as **Android** and **iOS**.

أما الهواتف الذكية والأجهزة اللوحية تستخدم أنظمة تشغيل مختلفة مثل (Android) و (iOS).

Changing the system settings

- You can change the **settings** of an OS by using a system settings control

- In Windows it is called (**Control Panel**) ,
- iOS (**Control Center**)
- macOS (**System Preferences**).

في نظام التشغيل (Windows) يتم من خلال "لوحة التحكم " (control panel)، أما نظام التشغيل (iOS) يتم من خلال "مركز التحكم " و نظام التشغيل (macOS) يتم من خلال "تفضيلات النظام".

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Windows PC Control Panel. On most computers you can locate the Control Panel by typing Control Panel into the search box in the taskbar.

للوصول الى لوحة تحكم جهاز الكمبيوتر ل (Windows) :

عن طريق كتابة لوحة التحكّم (control panel) في مربع البحث في شريط المهام.

- All adjustable hardware and software settings and configurations can be modified in the control panel.

يمكن تعديل جميع إعدادات الأجهزة والبرامج.



To add a new wireless printer :

1- select Hardware and Sound

2- then Add a device.

3- select the one you want to add to your computer.

- If you want to remove it later, follow the first two steps, then select Remove.

لإضافة طابعة لاسلكية جديدة :

حدد الأجهزة والصوت، ثمّ أضف جهازًا، فسيبحث الكمبيوتر الخاص بك عن الطابعات القريبة، ومن بعدها يمكنك تحديد الطابعة التي تريد إضافتها إليه. إذا كنت تريد إزالتها لاحقا، فاتبع الخطوتين الأولين، ثم حدد إزالة.

-The changes you make in the Control Panel are automatically applied to other software in your computer. For example, if you download a new font,

يتم تطبيق التغييرات التي تجريها في لوحة التحكّم تلقائيا على البرامج الأخرى الموجودة على الكمبيوتر الخاص بك.

مثل تنزيل خط جديد



Installing programs

- Some software installs **automatically**.

For example, when you plug a new printer into a PC, Windows downloads the correct software so you can use it immediately

يتم تنزيل بعض البرامج تلقائيًا. فعلى سبيل المثال، عند توصيل طابعة جديدة بجهاز كمبيوتر، يقوم (Windows) بتنزيل البرنامج المناسب حتى تتمكن من استخدامها.

Removing programs

Windows PC:



1- Open the Control Panel.
2- Select Programs.
3- Then select Programs and Features.
4- Find the program you want to uninstall from the list.
4- Right-click on it or press and hold
5- Select Uninstall or Uninstall/Change.
6- Follow the directions on the screen.

إزالة البرامج على جهاز الكمبيوتر (Windows): افتح لوحة التحكّم وحدِّد البرامج ثم البرامج والسمات. ابحث عن البرنامج الذي تريد إزالة تثبيته من القائمة. وانقر بزر الفأرة الأيمن فوقه أو اضغط عليه باستمرار، ثم حدد إزالة التثبيت أو إزالة التثبيت / تغيير. واتبع الإرشادات التي تظهر على الشاشة.

Android devices:

1- Open Google Play Store app
2- Tap on the Profile icon.
3- Tap Manage apps & devices,
4- then Manage.
5- Press and hold the name of the app you want to uninstall, then tap Uninstall.

على أجهزة (Android) افتح تطبيق Google Play Store ، ثم اضغط على أيقونة ملف التعريف. اضغط على إدارة التطبيقات والأجهزة، ثمّ إدارة . واضغط باستمرار على اسم التطبيق الذي تريد إزالة تثبيته، ثم اضغط على إزالة التثبيت.




Lesson 2 : Exercises

1- Put (√) or (x)

1- Operating system controls all computer device units. (   )

2-Most laptops and computers have Android pre-loaded (   )

3- The operating system program does not manage computer functions. (   )

4- Computers are usually preloaded with an operating system. (   )

5- Windows is the most widely used in schools . (   )

6- Macintosh computers use the Windows operating system. (   )

7- MacOS is the common operating system used by tablets and smartphones. (   )

8- Smartphones use the iOS and Android operating systems. (   )

9- Settings in the operating system can be changed to suit the user. (   )

10- System settings in Windows are similar to those in MAC. (   )

11- The operating system controls adding a new printer or downloading new software for the device. (   )

12- You cannot delete files from a device running on the Android system. (   )

13-To uninstall an app on your Android device, you need to access the Google Play Store app . (   )

14- You can make text appear attractive in Word by adding new fonts. (   )

15- If you download a new font, you don't need the Control Panel to install it (   )

2- Complete the missing parts using the words between the brackets :

(Operating System – Windows - Printer - Mac – Android - Control Panel)

1- The system settings in Windows are referred to as ....
2- .... manages the communication process between your devices and programs.
3-............... is one of the most widely used systems.
4- ……………………… is used in Macintosh computers.
5- Tablets and smartphones use the .... system.
6- You can add .... to Windows-based computers.

LESSON 3 : OPERATING SYSTEM AND SOFTWARE

Microsoft Word



Microsoft Word is still the most **reliable** creation tool to use for writing reports to share information.

هو الأداة الأكثر موثوقية لكتابة التقارير ومشاركة المعلومات و يتضمن.

Formatting tools

to add **bold**, and **italicize** words, set up **headings**, create **tables**, and insert **images**, **hyperlinks**, and **footnotes**.

أدوات تنسيق: تتيح للمستخدم طباعة النصوص بصيغة غامقة أو مائلة، ووضع العناوين، وإنشاء الجداول، وإدراج الصور والروابط التشعبية، والحواشي السفلية،

Editing tools

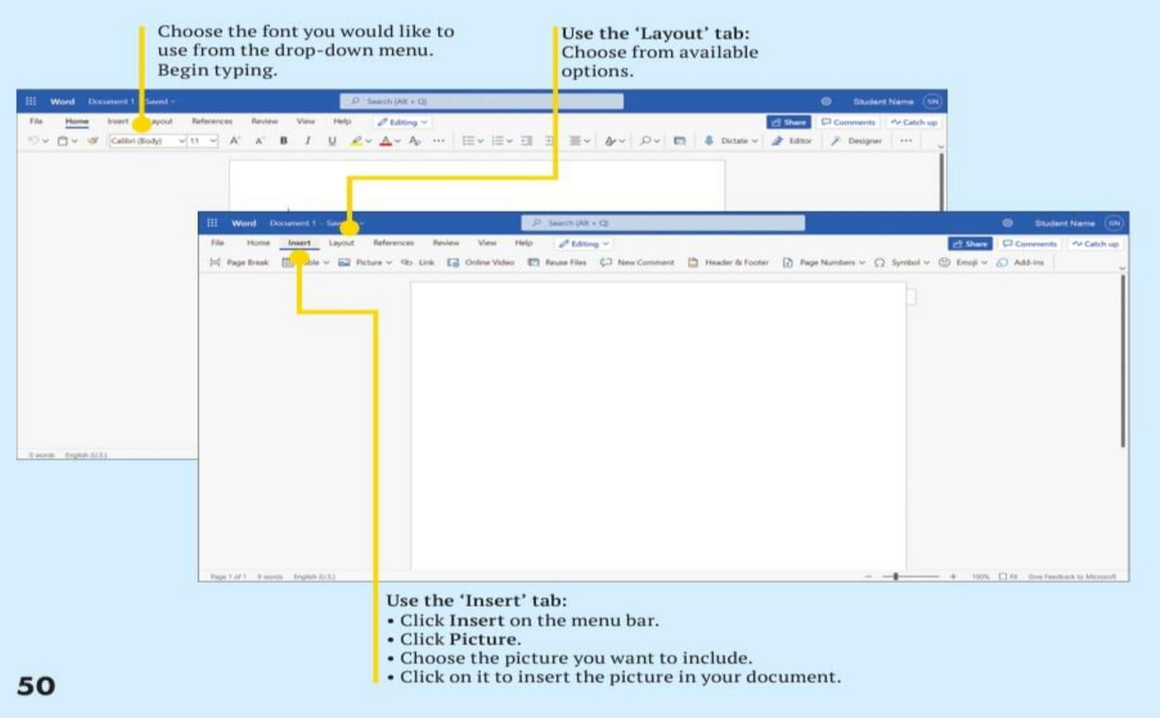
Check reports for spelling, grammar, and conciseness.

أدوات تحرير : تسمح بالتحقق من أن التقارير موجزة وخالية من الأخطاء الإملائية والنحوية،

Preview tools

View a document before saving or printing.

أدوات معاينة أولية : لعرض المستند قبل حفظه أو طباعته.



To choose between different designs in MS. Word :

1- Click on the " Layout " tab

2- Click on the " Insert " tab

3- Choose the elements you'd like to include in your report

للاختيار بين مختلف التصميمات

١- نضغط على تبويب التخطيط

٢- ثم نضغط على تبويب الادخال

٣- اختر العناصر التى ترغب فى تضمينها بتقريرك

Use the " Insert " tab :

- Click Insert on the menu bar
- Click Picture
- Choose the picture you want to include
- Click on it to insert the picture in your document

- اضغط على ادراج فى شريط القوائم
- اضغط على صورة
- اختر الصورة التى تود اضافتها
- اضغط على الصورة ليتم اضافتها فى المستند

Choose the font you would like to use from the drop-down menu

اختر نوع الخط الذى تريد استخدامه من قائمة الخطوط



Messaging services



You can use messaging services, such as the WhatsApp™ application, to **communicate ideas** and **share information**.

خدمات المراسلة : يمكنك استخدام خدمات المراسلة، مثل تطبيق واتساب WhatsApp، لتبادل الأفكار ومشاركة المعلومات.

text messaging, messaging services allow you to send :
text, images, voice messages and videos. You can include one person in a chat, or many people

تسمح الرسائل النصية بإرسال الرسائل والصور والرسائل الصوتية ومقاطع الفيديو، وذلك لفرد واحد أو عدة أفراد في محادثة واحدة.

- However, messaging services like WhatsApp have some advantages over standard text messaging.

إلّا أنّ خدمات المراسلة، مثل تطبيق واتساب، تتفوق على خدمات الرسائل النصية القصيرة من حيث بعض المزايا ،

- Since they use the internet, messages are almost always free to send and receive.

- إرسال الرسائل وتلقيها مجانًا لأنّ هذه الخدمات تعتمد على الإنترنت.

- There are no special prices to worry about when messaging someone from across the world.

- إمكانية مراسلة الأفراد في جميع أرجاء العالم من دون القلق إزاء التكاليف الإضافية.

- Messages sent are encrypted - only the intended recipient will be able to see the message.

- تشفير الرسائل المرسلة، بحيث لا يمكن سوى للمستلم قراءة الرسالة.

- Messaging services are compatible on any device and with both Android and Apple products. There are no restrictions.

- إمكانية استخدام خدمات المراسلة على أي جهاز أندرويد أو أبل من دون قيود.

Lesson 2 : Exercises

1- Put (√) or (x)

1-You can choose the font you would like from the drop-down menu (   )

2-MS. Word is an important ICT tool for writing reports (   )

3-Message services allow you to send just text message (   )

4-Preview tools in MS. Word allow users to view document before printing it (   )

5-MS.Word is used for sending and receiving messages (   )

6-You can't use messaging services to collaborate an a group project (   )

7-WhatsApp is used for writing a report (   )

8-MS. Word allow you to create a tables using the editing tools (   )

9-We can create a presentation through MS. Word (   )

10-MS. Word allow you to choose different designs by clicking on the Insert tab (   )

2- Complete the missing parts using the words between the brackets :

(WhatsApp – MS. Word – Messaging services – formatting tools – Layout)

1- MS. Word allow you to choose different designs by clicking on .... tab

2-...................... is used for sending and receiving messages

3-.................... is used for writing a report

4-.................... Allow you to send text, images and videos

5- In MS. Word, ... are used to set up headings and create tables

3- Choose the correct answer :

1- The picture can be inserted into document by clicking on .... tab

a- Draw **b- Insert** **c- Design**

2-The messaging services allow you to send ....**.** To others

a- text **b- images** **c- a and b**

3-.................... is still the most reliable creation tool to use for writing reports to share information

a- WhatsApp **b- MS. Word** **c- MS. Excel**

4-The .... Tools can bold and italicize words in MS. Word

a- editing **b- formatting** **c- a and b**

5-................. to view a document before saving or printing

a- Painting tools **b- language tools** **c preview tools**

6-You can use .... to communicate and share information

a- MS. Word **b- MS. Excel** **c WhatsApp**



أ / حسن المليجى



LESSON 4: CREATING A PRESENTATION

Microsoft PowerPoint:

-You can use Microsoft PowerPoint to create **presentations** to communicate ideas and opinions

يمكنك استخدام البرامج المكتبية وإنشاء عروض تقديمية للتعبير عن آرائك وأفكارك.

-includes : - **drawing and writing** tools to create text.

- **animation options** to add movement to sentences and words on your slides.

يتضمن أدوات رسم وكتابة لصياغة النصوص. كما تتوفّر خيارات الحركات التي تسمح بإضفاء حركة إلى الجمل والكلمات الموجودة في الشرائح

-PowerPoint has easy-to-use tools to help make material visually appealing to interest viewers. Take advantage of these tools so you can get your idea across.

استخدام التصميم المناسب يزيد العروض التقديمية تشويقًا وجاذبية.

Tools for creating a presentation:

Design tab – Slide Size: Choose the size of your slide. You can choose Standard or Widescreen. PowerPoint also gives you the option of customizing your own slide size.

Save As – PDF option: Save your presentation as a PDF file before printing to keep its formatting.

Edit in Review mode: Review your presentation. Are there any text errors or issues with the layout? In **Review** mode, you can make your changes.

Design tab – Themes and Variants: These creation tools help you to choose a style for your presentation, including design and text placement.

Click to add title

Click to add subtitle

File tab – Print: See a final preview of your flyer and click Print.

Insert tab – Pictures: Add pictures to your presentation to help get your message across. You can upload pictures from an online picture bank, a screenshot, or from your photo album.

Insert tab – Text box: It's time to write your message! Use the Text Box to carefully craft your message. Remember the 10-20-30 rule when it comes to text size! A PowerPoint presentation shouldn't be more than 10 slides, longer than 20 minutes and use fonts smaller than 30 point size. You can also use SmartArt but make sure it's easy to read.

Save As – PDF option :

Save your presentation as a PDF file before printing to keep its formatting

File tab- print :

See a final preview of your flyer and click print

Design tab – Slide Size :

Choose the size of your slide . you can choose standard or Widescreen

PowerPoint also gives you the option of customizing your own slide size

Design tab – Themes and Variants :

These creation tools help you to choose a style for your presentation , including design and text placement.

Edit in Review mode:

Review your presentation . Are they any text errors or issues with the layout?

In Review mode, you can make your changes

Insert tab – Pictures :

Add pictures to your presentation to help get your message across

You can upload pictures from an online picture bank, a screenshot, or from your photo album

Insert tab – Text box :

It's time to write to write your message

Use the Text box to carefully craft your message

10 – 20 – 30 rule :

A PowerPoint presentation shouldn't be more than 10 slides, longer than 20 minutes and use fonts smaller than 30 point size . You can also use SmartArt but make sure it's easy to read

Lesson 4 : Exercises

1- Put (√) or (x)

1-You can use SmartArt in PowerPoint ( )

2-You can use MS. Excel to create presentation ( )

3-PowerPoint presentation should exceed 10 slides ( )

4-PowerPoint allows you to add pictures to your presentation ( )

5-PowerPoint allows you to customized your own slide size ( )

6-You can't preview your presentation before printing ( )

7-PowerPoint does not provide text animation options ( )

8-PowerPoint provides options to choose the size of your slides, including standard only( )

9-You can make changes to your presentation in Review mode in PowerPoint ( )

10-PowerPoint allows saving presentations as PDF ( )

2- Choose the correct answer :

1- .... is a creation tool in PowerPoint that can be used to write your message

a- Textbox b- SmartArt c- Picture

2-.................. Is a tab you can use to add pictures to your MS. PowerPoint

a- Insert tab b- Design tab c- help tab

3-The font size in a PowerPoint shouldn't be less than ....pt size

a- 10 b- 20 c- 30

4-The .... Tab in MS. Word allows you to insert images, hyperlinks and footnotes

a- Review b- Editing c- Formatting c- none of them

5-Messaging services, such as .... are used worldwide for communication

a- Facebook b- WhatsApp c- GIMP

3- Complete the missing parts using the words between the brackets :

(20 – 10 – ideas – PowerPoint – PDF)

1-The duration of the presentation shouldn't be longer than ....

2-The number of slides in a presentation shouldn't be more than .... slides

3-MS. PowerPoint can be used to make presentations that express ....

4-.................. is an example of a creation tool for presentations

5-To keep the formatting, save your presentation as a .... file before printing

LESSON 5 : CREATING A DATABASE

Databases store a large amount of information in a computer system.

- The data can then be easily analyzed or changed to meet the needs of users.



قواعد البيانات هى نظام حاسوبي يقوم بتخزين كمّية كبيرة من المعلومات في نظام الكمبيوتر.
بعد . ذلك، يمكن تحليل البيانات أو تغييرها بسهولة لتلبية احتياجات المستخدمين.

- Databases can be used to collect information about people, places or things.

يمكن استخدام قواعد البيانات لجمع معلومات عن الأشخاص أو الأماكن أو الأشياء

For example, a teacher may have a secure database that includes student information such as their student number in the school records and class name. A business may have similar databases for keeping track of employees' information.

. فمثلا قد يستخدم المعلّم قاعدة بيانات آمنة تتضمّن معلومات عن تلاميذه، مثل رقم التلميذ في كشوف المدرسة واسم الفصل . وقد تستخدم شركة معيّنة قواعد بيانات مماثلة لتسجيل معلومات الموظفين.
يمكنك استخدام مايكروسوفت إكسل لإنشاء قواعد البيانات.

To create a formula, you first must type "=" in the cell.

Add / subtract / multiply /divide

+ - * /

اضغط على الخلية المراد إنشاء صيغة بسيطة بها ثم اكتب علامة =

	A	B	C
1	=	5	6
2			
3			
4			
5			
6			
7			
8			
9			
10			

	A	B	C
1	=B1+C1	5	6
2			
3			
4			
5			
6			
7			
8			
9			
10			

	A	B	C
1	11	5	6
2			
3			
4			
5			
6			
7			

You can use Microsoft Excel to create databases.

- add students numbers, names and birth dates to create a database in Microsoft Excel.

إنشاء قاعدة بيانات في Excel وإضافة أرقام التلاميذ، وأسماءهم، وتواريخ ميلادهم إليها.

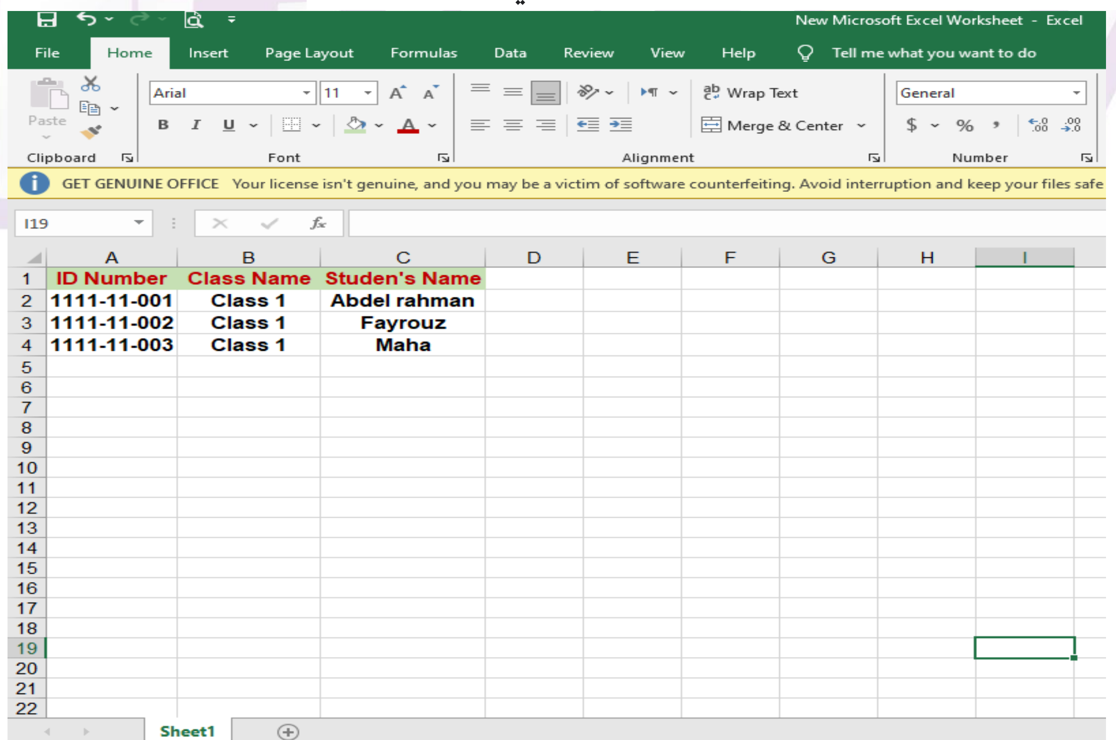
Step 1: Click on cells A1, B1, C1 to type in the column headings or field names that you want to add.

Step 2: ID number: 1111-11-001. Type the ID number in the correct column.

Step 3: Class name. Type the class name in the correct column, then move to the next column.

Step 4: Student's name. Type the student's name in the correct column.

١. أنقر على الخلايا A1 و B1 و C1 لكتابة عناوين الأعمدة وأسماء الحقول المراد إضافتها.
٢. رقم التعريف: ID: Number 1111-11-001. أكتب رقم التعريف في العمود الصحيح.
٣. اسم الفصل Class Name . اكتب اسم الفصل في العمود الصحيح. ثمّ انتقل إلى العمود التالي.
٤. اسم التلميذ Student's Name. أكتب اسم التلميذ في العمود الصحيح.



	A	B	C
1	ID Number	Class Name	Studen's Name
2	1111-11-001	Class 1	Abdel rahman
3	1111-11-002	Class 1	Fayrouz
4	1111-11-003	Class 1	Maha

To add additional information columns to a database:

right-click the top of the column and then select **Insert Column**. Then add your column heading.

لإضافة أعمدة معلومات إضافية إلى قاعدة بيانات، انقر بزر الفأرة الأيمن فوق الجزء العلوي من العمود، ثم اختر "إدراج عمود (Insert Column).

When you type in numbers, such as a date, Excel will automatically format them.

عند كتابة الأرقام، مثل التاريخ، يعمد إكسل إلى تنسيقها تلقائيا.

Sort: Go to the toolbar and choose **Data**. Then choose **Sort**.

الفرز: انتقل إلى شريط الأدوات واختر البيانات، ثمّ اختر فرز.





Lesson 5 : Exercises

1- Put (√) or (x)

1-All data must be managed in compliance with Egypt's Data Protection Laws (   )

2-Excel formula must begin with the equal sign =   (   )

3-MS. Excel cannot be used to create database   (   )

4-To create a formula in Excel, we use a * sign   (   )

5-You cannot add text to cells in Excel   (   )

6-Excel does not automatically format numbers like dates (   )

7-Excel can be used to sort data without the need to use formulas (   )

8-MS. Excel can be considered as a database management system (   )

9-Database can be used to collect information about people, places, or things (   )

10-Sorting data in Excel involves going to the toolbar and choosing the format option(   )

2- Choose the correct answer :

(Excel - " = " - Sort – Database – automatically)

1-When you type in numbers, such as a date, Excel will ....format them

2-................ can be used to collect information about people, places, or things.

3-To arrange data in Excel, type .... in the cell

4-To create a formula in Excel, type .... in the cell

5-You can use .... Program to create database

3- Complete the missing parts using the words between the brackets :

1-………………. Symbol is used for dividing numbers in Excel formulas .

a- + b- / c- *

2-…………… Stores a large amount of information in a computer system

a- Facebook b- Database c- PowerPoint

3-You can use ……………. to create database

a- MS. Word b- MS. PowerPoint c- MS. Excel

4-…………… are tools that can be used to manipulate data in Excel

a- Sorting b- Adding c- Subtracting d- All of them

5-By adding formulas, Excel lets you manipulate numbers in your ………..

a- game b- home c- data d- database

6-In Excel, when you write numbers, such as a date, Excel will

a- delete them b- automatically format them c- change them to text

Lesson 6 : Creating digital projects



PowerPoint is a useful presentation tool to share information with others.

برنامج PowerPoint أداة مفيدة لإنشاء العروض التقديمية بهدف مشاركة المعلومات مع الآخرين.

- It allows you to share information not just via text, but also via visuals such as (images, videos, animations and graphics).

- Visuals in a presentation are appealing additions to any presentation

فهو يسمح بمشاركة المعلومات ليس عبر النصوص وحسب، بل أيضًا باستخدام المرئيات مثل الصور، ومقاطع الفيديو، والرسوم المتحرّكة، والرسوم البيانية. فالمرئيات إضافات جذابة لأي عرض تقديمي.

- PowerPoint also helps you to understand the material better than just plain text.

يساعدك PowerPoint أيضًا على فهم المادة المعروضة أفضل من النصوص العادية.

Flowcharts

Another tool you can include in a PowerPoint presentation is a flowchart. A flowchart illustrates a series of steps. You can use it in many different scenarios.

For example, you can use it for visualizing, planning, presenting and tracking progress of a task or project,
including a coding project.

يمكن إضافة مخطط انسيابي في العرض التقديمي من باوربوينت. يوضّح المخطط الانسيابي سلسلة من الخطوات، ويمكن استخدامه في :
تصور مهمة أو مشروع والتخطيط لهما وتقديمهما وتتبع تقدّمهما، بما في ذلك مشروع ترميز

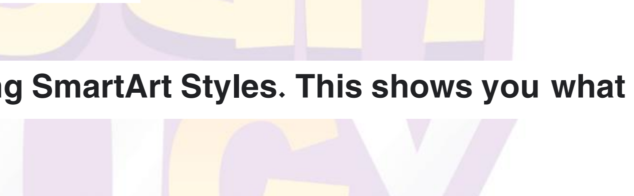
Follow these steps to create a flowchart in PowerPoint.

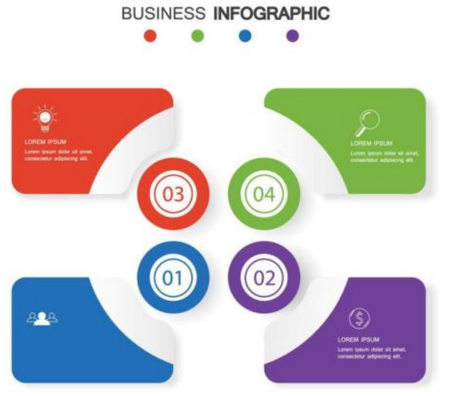
Via the Insert tab, click on SmartArt.

- Click on Choose a SmartArt Graphic.
- Choose an option (for example List).
- Click on a flowchart to review its description in the dialogue box.
- Choose the flowchart you want to use.
- Click OK.
- Click on [Text] in the flowchart to add your information.

Consider changing colors to make your flowchart more visually appealing.

- Make sure you are on your selected slide by clicking on it.
- Click on SmartArt Design.
- Click on Change Colors or choose an option using SmartArt Styles. This shows you what you I will see on the SmartArt Styles.
- Choose your desired color.





لإنشاء مخطط انسيابي في برنامج PowerPoint.

من خلال تبويب "إدراج " ، انقر على SmartArt.

- أنقر على اختر رسمًا من SmartArt.
- اختر "قائمة " List
- أنقر على مخطط انسيابي لمراجعة وصفه في مربع الحوار.
- اختر مخطّطا انسيابيا تريد استخدامه.
- أنقر على "موافق".
- أنقر على (نص) في المخطط الانسابي لإضافة معلوماتك.

تغيير الألوان لجعل المخطط الانسيابي جميلًا للنظر.

- تأكد من أنك على الشريحة المحدّدة من خلال النقر عليها.
- أنقر على تصميم SmartArt.





- أنقر على "تغيير الألوان" أو اختر احتمالا باستخدام "أنماط SmartArt". فهذا سيوضح لك ما تراه في أنماط SmartArt.
- إختر اللون الذي تريده.

Remember, when you give a presentation

- speak clearly and slowly – and confidently

تحدث بوضوح، وبطء، وبطريقة تُظهر ثقتك بنفسك أثناء تقديم العرض.

-Give your audience an introduction about the purpose of your PowerPoint presentation.

ابدأ بمقدّمة تشرح فيها لجمهورك الغرض من عرضك التقديمي من PowerPoint.

- Practice your presentation in advance

- make sure you point towards the different sections of your flowchart as you present the information about them.

تدرب على عرضك مسبقا كي لا تضطرّ إلى القراءة منه باستمرار فيما تقدّمه. لكن احرص على أن تشير إلى مختلف أقسام مخططك الانسيابي فيما تعرض المعلومات التي أدرجتها فيه.



Lesson 5 : Exercises

1- Put (✓) or (x)

1-PowerPoint presentations are only for text-based content

2-PowerPoint is a software used for creating presentations

3-Speak quickly during a presentation

4-SmartArt offers pre-designed flowchart templates for various purposes

5-A flowchart in a PowerPoint presentation illustrates a series of steps

6-SmartArt Graphics cannot be used for creating a flowchart in PowerPoint

7-Inserting a flowchart colors improves visual appeal

8-Creating a digital project is a way of sharing information with others

9-You cannot include a flowchart in a PowerPoint presentation

10-Flowchart in PowerPoint are created via the Insert tab

2- Choose the correct answer :

(PowerPoint – Flowchart – database – Insert – slowly)

1-When giving a presentation, talk ……………., clearly , and confidently

2-………………. Is a software program used for creating presentation

3-……………… illustrate a series of steps

4-To add a flowchart in PowerPoint, click on …………… Tab

5-MS. Excel is used to create …………………

3- Complete the missing parts using the words between the brackets :

1-You can change the color of flowchart in PowerPoint by clicking on

a- WordArt b- Format c- SmartArt Design d- Design

2-Changing .... make your flowchart more visually appealing in PowerPoint

a- text b- colors c- font style d- slides

3-.................. are not considered visuals in a PowerPoint presentation

a- Text b- Music c- Videos d- Graphic

4-................ store a large amount of information in a computer system

a- Database b- Search engine c- Social media

5-You can use Excel tools to make .... Data

a- sorting b- adding c- subtracting d- all the previous

6-To add a flowchart in PowerPoint, click on .... tab

a- Home b- Insert c- Design d- Animation

Sample Test 1

1-Choose the correct answer from a, b, c or d.

1. Modifications you make to the................. automatically affect other computer programs.
a. Control Panel
b. Excel program
c. recycle bin
d. internet explorer settings

2.................. by the consumers or family members can be valuable.
a. Stocks
b. Bonds
c. Online reviews
d. E-commerce

3. The operating system (OS) is the software that controls
a. how a computer operates
b. launches applications and hardware
c. facilitates simple user-to-computer communication
d. all of them

4. Computer programs with artificial intelligence (AI) called ....are made to reply to inquiries made online.
a. Chatbots
b. Instagram
c. WhatsApp
d. none of them

5................. are two well-known platforms for video conferences.
a. Microsoft Teams
b. Both a & b
c. Google Meet™
d. None of them

6. HTML is a programming language- that is used to create……..
a. Emails
b. virtual meeting
c. web pages
d. mobile games

7. To deal with images and make the needed modifications, use......................program.
a. Word
b. Google Meet™

C. GIMP
d. Excel

2- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. Artificial intelligence Al, depends on algorithms. (   )
2. Profit and non-profit organizations are included in the category of educational service providers (ESPs)   (   )
3. There are two widely used video conferencing platforms: Google Meet™ and Microsoft Teams. (   )
4. Tablets and smartphones typically run the MacOS operating system. (   )
5. Programming languages are instructions that are provided in code for writing computer programs. (   )
6. HTML can be used to create static web content. (   )
7. Microsoft Word provides tools for formatting text such as bold and italics. (   )
8. PowerPoint does not provide an option to save presentations as a file. (   )

Sample Test 2

1-Choose the correct answer from a, b, c or d.

1.................program is a tool for creating images.
a. Excel
b. Word
c. GIMP
d. none of them
2. A................ is a market where shares, or stocks, can be purchased and sold.
a. e-commerce   b. stock exchange   c. e-learning   d. searching tools
3. Both profit and non-profit organizations are considered……
a. EKB
b. ESP
c. ADL
d. WWW
4. Try opening the file using another program, in case we have a problem.....
a. corrupted file

01281878075
أ / حسن المليجى

b. wrong password
c. missing file
d. virus
5................. is a benefit of using GIMP.
a. Used on one operating system
b. More expensive
c. Closed source
d. None of them
6. Ms. Manandhar studied artificial intelligence in……..
a. Stanford University
b. Singularity University at NASA
c. Harvard University
d. Massachusetts Institute
7. ....operating systems is commonly pre-loaded on most laptops and computers.
a. MacOS
b. "Microsoft Windows"
c. Linux
d. Android

2- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. HTML is used to create static web content. (   )
2. Your operating system manages how your hardware and software communicate. (   )
3. A search engine will give the user speedy results without a brief description. (   )
4. GIMP is an open-source software that can be used on different operating systems(   )
5. To insert a picture in a Microsoft Word document, you should access the Review tab. (   )
6. Review mode in PowerPoint is specifically designed for editing and correcting any text errors or layout issues. (   )
7. Microsoft Excel is a tool that can be used to create and manage databases. (   )
8. Most new computers come without an operating system, requiring the user to install one separately. (   )

Sample Test 3

1-Choose the correct answer from a, b, c or d.

1. You can find design options to include in a Microsoft Word document in……
a. References tab
b. Layout and Insert tabs
c. Home tab
d. Review tab

2. ....is a tab you should select in PowerPoint if you want to add a flowchart.
a. Design
b. Home
c. Insert
d. Slideshow

3. OS manages different units of computer, such as...........
a. CPU
b. memory
c. storage
d. all of them

4. Any modifications you make to the ....automatically affect other computer **programs.**
a. browser settings
b. Control Panel
c. Excel settings
d. desktop interface

5............refers to the online purchasing and selling of goods and services.
a. E-commerce
b. E-mail
c. E-learning
d. E-trading

6. MacOS is ....for additional software compared to other operating systems.
b. free **a. more expensive**
c. less expensive **d. the same cost**

7. You can insert a picture into a Microsoft Word document from…….
a. Insert tab > Picture
b. Review tab > Picture
c. Layout tab > Picture
d. Mailing tab > Picture



2- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. You cannot change the colors of SmartArt graphics in PowerPoint. (   )
2. We use formatting tools in Word to add bold and italicize words. (   )
3. When you buy a computer or device, it usually has a pre-loaded OS. (   )
4. All online reviews appear fake and overstated. (   )
5. GIMP is a free Photo Editing Tool. (   )
6. We use editing tools to check reports for spelling and grammar. (   )
7. The Design tab in PowerPoint offers no variations and themes for styling the presentation. (   )
8. Chat windows usually have chatbots for responses. (   )

Sample Test 4

1-Choose the correct answer from a, b, c or d.

1.................. is not a feature available in Microsoft PowerPoint.
a. Slide Size options
b. Themes and Variants
c. Create a website
d. Built-in online picture bank

2.................. is an Excel feature allowing you to arrange your data in ascending or **descending order.**
a. Filtering
b. Formatting
c. PivotTables
d. Sorting

3. You can start entering a formula in an Excel cell,…….
a. by typing "$"   b. by typing "+"
c. by typing "="   d. by typing "-"

4. To create a meeting in Google Meet, click on
a. Stop Meeting   b. End Meeting
c. Close Meeting   d. New Meeting

5......... stands for Hypertext Markup Language.
a. JAVA
b. Python
c. HTML
d. None of them
6. One of the environmental benefits of using small electric buses as recognized by Ms. Manandhar,………
a. reduce the carbon emissions rate
b. increase the rate of urbanization
c. require less maintenance
d. faster than traditional buses
7. A/An..................will give users rapid results with brief descriptions.
a. comparison websites
b. online reviews
c. both (a) and (b)
d. search engine

2- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. You cannot change the colors of SmartArt graphics in PowerPoint. (   )
2. Without an operating system, the computer can still perform basic tasks. (   )
3. Java is a program for creating presentations. (   )
4. The main focus of Ms. Manandhar's work is to increase the carbon emissions rate in the Republic of Nepal. (   )
5. An operating system ensures that different programs can access the CPU, memory, and storage when required. (   )
6. PowerPoint does not provide an option to save presentations as a PDF file. (   )
7. To insert a flowchart in PowerPoint, start by accessing the Review tab. (   )
8. You can change a flowchart color, under the SmartArt Design tab. (   )

Sample Test 5

1-Choose the correct answer from a, b, c or d.

1............... is the primary function of an operating system (OS).
a. Word processing
b. Prevent viruses
c. Provide internet device
d. Manage the computer functions

2. ……….is the recommended minimum font size for text in PowerPoint presentations **according to the 10-20-30 rule.**
a. 10 Points
b. 20 Points
c. 40 Points
d. 30 Points

3................is the primary purpose of using flowcharts in a PowerPoint presentation.
a. Illustrate a series of steps
b. Display colors
c. Compare different data
d. None of them

4. To uninstall Android app, open Google Play Store, then tap on........... icon
a. trash
b. computer
c. profile
d. none of them

5. Different operating systems, such as Android and iOS, are used by…….
a. smartphones.
b. Google Play Store
c. tablets
d. both (a) and (c)

6..................is the primary function of Microsoft Word.
a. Writing and formatting text
b. Presentation design
c. Email communication
d. Spreadsheet calculations

7.................. is the purpose of the Design tab in PowerPoint.

a. Insert pictures into your slides
b. Select animation for text
c. Choose the style of the presentation
d. Review and edit text errors

2- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. Make sure your software and connection are working properly after starting a video call. (   )
2. The operating system (OS) is the software that controls how a computer operates. (   )
3. Consumers can benefit from websites that compare products. (   )
4. Play store is a market where consumers can buy and sell shares, also referred to as stocks. (   )
5. Images can be altered with picture editing software. (   )
6. You cannot change the color of specific items in a photograph using GIMP. (   )
7. The electric car designed for Egypt 's market is powered by a lithium-ion battery. (   )
8. Ms. Sonika Manandhar is from the Republic of Nepal. (   )

Sample Test 6

1- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. Most minibus drivers in Kathmandu, Nepal, are men. (   )
2. You can't remove computer programs from your computer. (   )
3. WhatsApp messages cannot be encrypted, making them less secure than regular text messages. (   )
4. ESPS must be contacted by email, using inappropriate etiquette. (   )
5. PowerPoint Insert tab includes an option to insert pictures from various sources to enhance the presentation. (   )

6. Google Meet enables writing documents and printing it. (   )

7. Static web content is information that is fixed and shows up on a website for each visitor. (   )

8. Blending means combines two images to make them look like one. (   )

1-Choose the correct answer from a, b, c or d.

1. Be willing to explain how the Al tools work, means be..............

a. transparent
b. inclusive
c. unbiased
d. protective

2.................computers use macOS®.

a. Windows
b. Android Store
c. Macintosh
d. Both (a) and (c)

3. A company revenue is affected by…….. and the opinions of its competitors.

a. negative reviews
b. positive reviews
c. positive comments
d. none of them

4. When................. using chat windows, it important to be as clear and focused on your request as possible.

a. talking
b. communicating
C. playing
d. none of them

5. You need................. to join video conference.

a. camera
b. microphone
c. both (a) and (b)
d. scanner

6. JavaScript allows the creation of................ web content.

a. static
b. chat rooms
c. dynamic



d. all of them

7.................... is one of the main uses of the GIMP program.

a. Compressing audio files
b. Retouching photos
c. Coding websites
d. Writing documents

Sample Test 7

1- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. Ms. Sonika Manandhar is a financial technology entrepreneur. (   )

2. To add a new wireless printer, select Hardware and Sound, then click on my computer icon. (   )

3. A stock exchange is a market where shares, or stocks, are traded. (   )

4. Chat windows require clear and focused requests to ensure accurate and relevant responses. (   )

5. Before you enter a meeting using Google Meet, the app will request permission to utilize your microphone and camera. (   )

6. Dynamic web content is content that can be changed based on the individual user interactions with the app or website. (   )

7. Changing the SmartArt Styles affects the appearance of the flowchart in the presentation. (   )

8. GIMP is an open-source software that can be used on different operating systems. (   )

1-Choose the correct answer from a, b, c or d.

1. When you buy a computer, it usually has a pre-loaded

a. OS
b. GIMP
c. Excel
d. Word



2. To remove an app in an android device, open............ app, then tap on the Profile icon **then** tap uninstall.
a. IOS
b. Google Play Store
c. Windows
d. Facebook
3. One way to divide a company's ownership into equal sections is called……..
a. apps
b. shares
c. tools
d. items

4. It important to be................. when writing to an ESP.
a. informal
b. funny
c. bad
d. formal
5. Once your meeting has been created................. that Google has given you.
a. copy the link
b. cut the link
c. delete the link
d. remove the link
6. When your device won't charge................ is a recommended solution.
a. updating the operating system
b. cleaning the charging port
c. changing password
d. delete the corrupted file
7. Flowcharts often represent................ in a PowerPoint presentation.
a. a text summary
b. a series of steps
c. a statistical analysis
d. financial data



Sample Test 8

1- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. Microsoft word is used for writing reports. (   )
2. When you buy a computer or device, it usually has a pre-loaded OS. (   )
3. One way that people might choose to support a company they believe in is by purchasing stocks. (   )
4. You can contact ESPS to help you with research, as needed. (   )
5. You can customize your own slide size in PowerPoint. (   )
6. Teams app is a popular video conferencing platform from Microsoft. (   )
7. When creating a formula in Excel, it is not necessary to start with the "=" sign. (   )
8. Using HTML only enables creating Dynamic website.

1-Choose the correct answer from a, b, c or d.

1 .keeps your computer running smoothly and the software wouldn't work without it.
a. GIMP
b. OS
c. Algorithms
d. Video

2. Without an operating system,…….
a. you can deal with the computer
b. you can't deal with the computer
c. you can access the websites
d. all of them

3.................. is not a formatting tool in Microsoft Word.
a. Setting up headings
b. Creating tables
c. Adding hyperlinks
d. Inserting images

4................. are ESPs.
a. Alexandria Library
b. Egyptian Knowledge Bank
c. Both a & b
d. None of them



5. There are………. ways you can join a meeting.
a. four
b. three
c. two
d. five
6.................. are kinds of data you can include in Excel.
a. Only text
b. Numbers and text
c. Only dates
d. Only numbers

7. You can prevent accidental file deletion through……
a. remove files
b. change the file names
c. files backup
d. print files

Sample Test 9

1- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. ESPs stands for Educational service provider. (   )
2. The first locally manufactured electric car in Egypt has a maximum speed of 60 km/hr. (   )
3. Macintosh computers use an operating system called Windows. (   )
4. All online reviews appear fake and overstated. (   )
5. Messaging services like WhatsApp can only be used on smartphones and not on any other devices. (   )
6. The 10-20-30 rule suggests that PowerPoint presentations should have a minimum text size of 30 points. (   )
7. To sort data in Excel, you should go to the toolbar and select sort under the File tab. (   )
8. Adding motion blur is an example of a special effect you can achieve in GIMP. (   )

2-Choose the correct answer from a, b, c or d.

1. ......primarily drive the minibuses in the capital, Kathmandu.
a. Men
b. Tourists
c. Government officials
d. Women

2.................. is the Control Panel equivalent in iOS.
a. Settings
b. Dashboard
c. Control Center
d. System Preferences

3.................. is a purpose for which you might use a messaging service like WhatsApp in **school.**
a. Streaming video content
b. Calculating complex equations
c. Collaborating on a group project
d. Remotely control another device
used to check for spelling.

4. ....are tools in Microsoft Word
a. Track changes
b. Editing tools
c. Formatting tools
d. Preview tools

5................. is an option in PowerPoint that preserves the formatting of a presentation before printing.
a. Use of SmartArt
b. 10-20-30 Rule implementation
c. Review mode setting
d. Save as a PDF file

6. The uses of Al are……
a. chat windows
b. interactive learning programs
c. smart thermostats
d. all of them

7. After inserting a flowchart, you should click................ to add information.
a. on [Text] **b. in title bar**
c. on SmartArt **d. in the notes section**

Sample Test 10

1- Put (✔) in front of the correct sentence and (x) in front of the wrong one.

1. In Aloi's system, when a business owner receives a loan, it is in the form of a digital token. (   )
2. The cost of software is generally the same across different operating systems. (   )
3. In Windows, the Control Panel does not allow modifications to hardware settings. (   )
4. Microsoft Word has a preview tool to view documents before saving or printing. (   )
5. You can use Microsoft PowerPoint to create presentations to express ideas and opinions. (   )
6. A formula in Excel can only cover data from a single column or a single row, not a combination of both. (   )
7. Android and iOS are examples of operating systems used on desktop computers. (   )
8. You can only send text messages through WhatsApp and not images or videos. (   )

1-Choose the correct answer from a, b, c or d.

1................. is the maximum speed of Egypt's first locally manufactured electric car.
a. 60 km/hr
b. 120 km/hr
c. 80 km/hr
d. 100 km/hr

2. You can locate the Control Panel in a Windows PC by.....
a. going to the Microsoft Store
b. pressing the Windows key on the keyboard
c. right-clicking on the desktop
d. typing Control Panel into the search box in the taskbar

3. You should use the Preview tools in Microsoft Word ....
a. before applying changes to a document
b. before printing or saving a document
c. when starting a new document
d. after saving a document






4.................. you can do in Review mode in PowerPoint.
a. Add animations to words
b. Save the presentation as a PDF
c. Make changes to text and layout issues
d. Choose slide size
5................. tab is what you should use to add pictures to your PowerPoint presentation.
a. Design
b. Insert
c. File
d. Review
6.................. used to perform a simple arithmetic operation like addition in Excel.
a. = 4AA5
b. = A4 + A5
c. 7A + A5
d. = A4++ A5
7................... is used to change the color of a flowchart in PowerPoint.
a. Format Background
b. Slide Master
c. Review section
d. SmartArt Design